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RECORDS **19 March 1962**
ADMINISTRATIVE SERVICE

THRU: Chief, Organization & Methods Service
Deputy Chief, General Services
Chief, Records Management & Distribution Branch

Coordination of New and Revised Forms

25X1 Attached are listings of the new and revised forms approved by [redacted] since his transfer to this office. As of this date, before approving any additional new forms or revisions of old forms, [redacted] will call the responsible Organization & Methods examiner for the concurrence of your office. If your office feels it necessary to review a request for a new or revised form, it will be forwarded to you before any further action is taken by this office.

It is our understanding that contacts for this purpose will be limited to the following three individuals in your office:

DDP Area
DDI Area
DDA Area

[redacted]

[redacted]

RMDE/TB:ugh

Distribution:

Orig. & 1 Addressee
2 Gen. Services
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